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RULES
FOR
THE GOVERNMENT
OF
THE PUBLIC SCHOOLS
IN THE

CITY OF WASHINGTON. Board of
" trustees of the public schools."

Gideon and Co., Printers.

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LIST OF BOOKS

AUTHORIZED TO BE USED IN THE PUBLIC SCHOOLS OF WASHINGTON CITY.

PRIMARY CLASSES.

Webb's Normal Reader, No. 1.

Swan's Spelling Books, 1st and 2d.

READING BOOKS—Swan's Readers, Nos. 1, 2, and 3.

Swan's Grammar School Reader, (improved edition.)

Oram's Definer.

WRITING—Rand's Series, Becker's Series, or Winchester's Series.

ARITHMETIC—Davies's First Lessons, (mental.)

Davies's School Arithmetic.

GRAMMAR—Smith's.

GEOGRAPHY—Mitchell's Primary and Intermediate.

HISTORY—Davenport's History of the United States.

Olney's History of the United States.

Goodrich's Pictorial History of the United States.

PHILOSOPHY—Parker's First Lessons.

HOLBROOK's Geometrical Catechism and Drawing Cards.

SUPERIOR CLASSES.

Swan's Second Speller.

Scholar's Companion.

READING BOOKS—District School Reader.

Young Ladies' Reader.

WRITING BOOKS—Rand's Series, Becker's Series, or Winchester's Series.

ARITHMETIC—Colburn's First Lessons.

Davies's Series.

McCurdy's

GRAMMAR—Green's.

HISTORY—Worcester's Elements.

Goodrich's Pictorial History of the United States.

Pinnock's History of Greece, Rome, England, and France.

GEOMETRY—MENSURATION—ALGEBRA—Davies's Series.

GEOGRAPHY and ATLAS—Mitchell's.

ASTRONOMY—Smith's.

Guy's Astronomy, and Keith on the Globes.

PHILOSOPHY—Parker's.

ANATOMY, PHYSIOLOGY, and HYGIENE—Cutter's.

BOOK-KEEPING—Winchester's.



R U L E S
FOR
THE GOVERNMENT
OF THE
DISTRICT AND PRIMARY SCHOOLS.

A D M I S S I O N .

All white children, between the age of six and sixteen years, within the respective School Districts aforesaid, shall be admitted into the schools, and shall be taught upon the most approved methods of imparting common school instruction, in accordance with the following provisions:

1. Application for admission shall be made to a Trustee of the School district in which the party applying resides; and the Trustee, on being satisfied that the child presented is a suitable candidate for admission, shall grant a permit, addressed to the Teacher of such school within his district, as he may think proper to select. Provided that, in order to diffuse the advantages of the public schools amongst our citizens as much as possible, not more than two pupils shall be admitted from any one family, until it be shown to the satisfaction of the sub-board of the District that the full number of pupils cannot be made up under this restriction; as vacancies occur, they shall be admitted in the order of application.

2. No pupil shall be admitted into any school without a ticket of permission addressed to the Teacher, and signed by one of the Trustees of the District to which the school belongs.

PRIMARY SCHOOL TICKET.

To the Teacher of the Primary School, No. —. of — District:

The bearer, A. B., aged — years — months, is entitled to be admitted into your school.

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} Of the Sub-board of
Trustees of said
District.

3. The number of pupils to be admitted into any single school shall not exceed seventy at any one time; and the number to be admitted into a school having a principal and an assistant Teacher in the same room, shall not exceed one hundred and forty at any one time, at the discretion of the sub-boards; and for each additional assistant Teacher seventy additional pupils may be admitted.

4. No pupil shall be received from another Public School without a certificate of honorable dismissal, or a specification of the reasons for leaving; and no pupil shall be received from one Public School into another while under sentence of suspension, unless by a vote of the Board of Trustees.

5. Whenever a pupil, or an applicant, has been found, on examination, qualified for admission into a District School, a certificate may be given, in the following form, which shall admit the applicant in the order of application, subject to the proviso in the first section; and, in case of a conflict between pupils from a Primary School and others, the former shall have the preference.

DISTRICT SCHOOL TICKET.

Admit the bearer, A. B., if found qualified, into the — District School.

} Of the Sub-board
of the District.

TO THE TEACHER.

6. In each Public School a register shall be well and carefully kept, in which shall be recorded the name, age, and number of every pupil, the time of admission, by whose ticket, and also the name and occupation of the parent or guardian; and also the names of all applicants for admission, which, when full, shall be deposited in the library of the Board.

STUDIES IN THE PRIMARY SCHOOLS.

7. The alphabet, including the powers of the letters, exercises in articulation for the purpose of cultivating a distinct, natural, and correct utterance of words. For this object there shall be frequent exercises by the pupils, singly and simultaneously, in exploding the letters and combination of letters. Reading, Spelling, marks of Abbreviation and Punctuation, Arithmetical Signs and Tables, mental and written Arithmetic, Geography with the study of outline Maps, Writing, Drawing, Vocal Music, and such Oral Instruction as may accustom the pupils to habits of observation and reasoning upon whatever they see and hear, and conduce to their mental and moral improvement.

8. It is recommended to the Teachers to give as much instruction as is practicable orally and by means of the black board; to have the number of classes as small as is consistent with the unequal progress of the scholars; to prevent the pupils sitting long in one position or without occupation; frequently to vary the school exercises, so as to awaken and fix the attention of children; to make motion at regular intervals a part of the school exercises, and to have the lessons on common things illustrated, as far as practicable, by the objects themselves.

SCHOOL HOURS.

9. There shall be two terms or sessions, morning and afternoon, or first and second, for each school day. From 1st of April to 30th of

September the morning term shall commence at eight, and end at twelve o'clock; the afternoon term shall commence at one and end at four o'clock, p. m. From 1st of October to 31st of March the morning term shall commence at nine and end at twelve o'clock, and the afternoon term shall commence at one and end at four o'clock, p. m. The hour from twelve to one shall be a recess, and in addition to this, fifteen minutes may be allowed, at the discretion of the Teacher, about the middle of each term, for relaxation in or out of doors, according to the state of the weather; and it shall be allowable for the Teachers to release the pupils of the lowest class, who are of tender years, one half hour before the end of the afternoon session, care being taken to have their recitations made to suit this arrangement.

Should the weather prove very inclement during the morning term, the one hour recess may be omitted, and the school dismissed for the day at two o'clock, p. m.

DISTRICT SCHOOLS.

Qualifications for Admittance.

10. Pupils may be admitted into the District Schools who have attained the age of ten years, and who, after being examined by one or more of the Sub-Board of the district, or by the Teacher, are found capable of reading easy prose, of spelling well, who are acquainted with the punctuation marks, with arithmetical figures and characters, notation and numeration, with the tables, and are capable of performing simple operations in the four primary rules; subject, however, to the restrictions made in the first and fourth sections.

11. In case there are not a sufficient number of such applicants, others may be admitted for a limited time, at the discretion of the Sub-Boards.

STUDIES.

12. Orthography, including the powers of the letters, exercises in articulation, analysis and definition of words with the suffixes and prefixes, Reading with Elocution, Penmanship, Geography, English Grammar with Composition, History, Arithmetic, mental and written, Algebra, mental and written, Geometry, Trigonometry, with its application to Mensuration, Surveying and Navigation, with occasional practical lessons in the use of the compass and chain, and the measurement of surfaces and solids, Book-keeping, Human Physiology, Constitution of the United States, Astronomy, Natural Philosophy, and Chemistry. The Teachers are recommended to connect the study of Geography with that of the outline maps, and with occasional lessons in map drawing.

13. Elementary lessons in drawing and vocal music may be given occasionally, at the discretion of the Teacher.

14. Oral instruction, so as to render the lessons interesting and intelligible, is recommended.

15. It is expected that all the pupils will be constantly exercised at the black-board in their various studies; and they shall have one or more lessons assigned them daily to be studied out of school.

VACATION.

16. There shall be a vacation from and after the termination of the exercises of each year, to continue until the first Monday in September, on which day the next school year shall commence.

HOLIDAYS.

17. One week at Christmas; the 22d of February; two days at Easter, Good Friday and Easter Monday; the 4th of July; Thanksgiving Day, and every Saturday shall be holydays, and none other without special permission from the respective Sub-Boards of Trustees.

SCHOOL REGULATIONS.

18. The following rules which relate to pupils shall constitute a weekly exercise, to be read to the School by the Teacher, or by one or more of the first class.

PUPILS.

19. When the example of any pupil is very injurious, and in all cases where reformation appears hopeless, it shall be the duty of the Teacher, with the approbation of the Sub-Board, to suspend such pupil from the school, in which case immediate notice of the same shall be given by such Principal to the parent or guardian, stating the cause of such suspension, and all the circumstances connected therewith. But any pupil under this public censure, who shall express to the Teacher his regret for his folly or indiscretion, as openly and explicitly as the nature of the case may require, and shall have given evidence of amendment, shall, with the previous consent of said Sub-Board, be reinstated to the privileges of the School.

20. No pupil, except as previously provided in section nine, shall be permitted to leave the premises before the proper hour for dismissing school, except in case of sickness or pressing emergency, or where the privilege may be granted as a reward of merit.

21. The use of tobacco in the Public Schools is strictly prohibited.

22. Continued irregularity, frequent absence, tardiness of attendance, immoral conduct, a neglect on the part of parents and guardians to furnish the necessary school books, shall be sufficient reasons for suspension, unless satisfactory reasons be assigned by the parent or guardian. And it shall be the duty of the Teachers to report to a Trustee,

any and all cases of such delinquency which may occur, and which they may deem worthy of suspension. A continued absence of one week or more, without satisfactory explanation or excuse, may be deemed good cause for dismissal by the Sub-Boards.

23. Obedience to Teachers, good order and propriety of conduct at and near the school houses, and personal cleanliness, are required of all pupils.

TEACHERS.

24. In addition to the register of admissions, each Teacher shall keep a record in the form which may be prescribed, which shall, at all times, be open to the inspection of the Trustees. A copy, or abstract, as may be required, of all the entries for each month on this record shall be made out and returned to the Board of Trustees, on which it shall be the duty of each Teacher to report all the school time which may have been lost by them during the month, with the causes of such loss.

25. Tickets of merit shall be given at the close of each month, to such pupils as the Teachers may consider specially worthy to be distinguished on account of their good conduct and proficiency in studies.

26. Mild and conciliatory discipline is enjoined on all Teachers, and the avoidance of corporal punishment, as far as may be, under a due regard to the necessity for obedience on the part of the pupil.

27. In cases of difficulty in the discharge of their official duty, or when any temporary dispensation in their favor is desired, the Teachers shall apply to their respective Sub-Boards for advice and direction.

28. At the close of the school year the Principal Teacher of each School shall submit to the Board a condensed abstract of the monthly reports of the School for the year, stating the whole number of pupils admitted during the year, the number withdrawn, the number at the beginning and end of the year, the average attendance and the time in days actually lost by absence of pupils, with the names of the pupils most distinguished for good conduct, proficiency, and advancement, and regular attendance.

29. The Principal Teacher of each school-house or school-room is accountable for the punctual observance of the hours for opening and closing the Schools; for proper ventilation, cleanliness, and order. He or she is responsible for the discipline of the pupils, for the safe-keeping of the furniture and other City property in his or her charge. He or she will see that the regulations of the general and sub Boards be duly executed, and is accordingly invested with the discretion and authority to carry these objects into effect.

ASSISTANT TEACHERS.

30. The Assistant Teachers are required, in their several departments of duty, to see that the rules of the School are rigidly enforced, and in

the manner required by the Principal, and Sub-Boards. They will report to the Principal cases which may require the exercise of his or her authority. They will receive from him or her directions in reference to the mode of imparting instruction, of maintaining order, and of superintending their classes. They will execute such of the general duties of the School as may be assigned to them. A cheerful compliance with all directions, and a zealous co-operation with the Sub-Board, the Principal, and other Teachers, will be expected from each Assistant.

APPOINTMENT OF TEACHERS.

31. Candidates for appointment will pass such an examination, in respect to their qualifications, as shall be satisfactory to the Board of Trustees.

Persons elected teachers, unless from any cause their offices be vacated, will continue in office till the succeeding annual election, and may be assigned or transferred to such schools as the Board of Trustees may deem best for the public interests.

BOARD OF TRUSTEES.

32. The Board of Trustees will be governed in their proceedings, so far as the nature of the case will admit, by the rules of order adopted by the City Councils.

SUB-BOARDS.

33. It shall be the duty of the several Sub-Boards, in all cases, to confine the expenses of their respective schools within the limit of the appropriation made for their support.

34. It shall be the duty of the Sub-Boards to present to the Board at their monthly meetings all bills against their districts.

35. Every bill or account when presented shall be certified by two of the Sub-Board of the District, and before being paid shall be passed by a majority of the Board present at any meeting.

36. The Sub-Boards are expected to visit their respective schools, and render themselves familiar therewith, and in general to co-operate with the Teachers in their endeavors to remedy existing defects, and improve the discipline and instruction of the schools; and, from time to time, see that the pupils have been properly vaccinated.

37. The Sub-Boards are especially charged to have the necessary arrangements made for the accommodation of the pupils and Teachers, the ventilation and graduation of the heat of the school-rooms, and it is enjoined upon Teachers to attend particularly to the proper use of the means thus provided.

38. No books or stationery shall be purchased except upon an order signed by one member of the Sub-Board of the District, and only such

as shall be deemed necessary for the supply of indigent pupils and for the general use of the schools.

39. Whenever books are loaned to indigent pupils the Principals shall charge them in a book kept for the purpose, and shall require them to be returned when the pupils leave school.

40. An examination of the several Schools shall be made, before the close of each year, under the direction of the General Board; and any pupil who may absent himself or herself from such examination, without cause assigned, may be suspended or dismissed by the Sub-Boards.

41. The Sub-Boards shall give their advice to the Teachers in any emergency, and they shall take cognizance of any difficulty which may have occurred between the Teachers and parents or guardians of the pupils, or between the Teachers themselves, relative to the government or instruction of the School. An appeal, however, to the whole Board is not hereby denied to any citizen or Teacher.

TREASURER.

42. It shall be the duty of the Treasurer to pay all bills that shall be approved by the Board, to keep correct books of his accounts, in which shall be entered an abstract of each account, the name of the payee, the date of such account, the time of its approval and payment, and shall afford such information in relation to his accounts as may, from time to time, be required of him by the Board or any Trustee.

SECRETARY'S DUTIES.

43. The Secretary shall have charge of the records of the Board and all papers directed by them to be kept on file; he shall keep a fair and full record of all the proceedings of the Board; he shall notify all stated and special meetings, the Instructors of their appointments, and he shall give such other notices as the Board may require.

44. Whenever required, he shall make the annual and other reports of the Boards. In the annual report shall be exhibited the operations of the Schools the past year, their present condition and future prospects, including a tabular statistical statement thereof. He will endeavor, by occasional visits to the Schools, to inform himself of their condition, and thus be able to suggest improvements and the remedy for defects.

45. When deemed expedient, he may call occasional meetings of the Teachers and citizens, to interchange opinions upon matters connected with school discipline and instruction, in order to create interest in the subject of public education as well as harmony of action.

46. He shall likewise prepare short abstracts of the proceedings of the Board for publication, and perform such duties connected with the administration of the Public School system as may, from time to time, be imposed upon him by the Board.

47. He shall also act as the Librarian of the Board, attend to the reception and delivery of the books, and see that all books are properly numbered and registered.

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